

# How to Prepare to Register as a MI Bridges Community Partner

We are glad you are considering registering as a partner! Below are some helpful steps you can do to prepare for registration. By gathering this information now, you will be able to have all the information available to register your organization in MI Bridges.

1. Determine if your organization will serve as a Navigation, Referral, or Access Partner – or any combination of the three! More details on expectations and benefits for each partner type can be found [here](#) on the [MI Bridges Community Partners Website](#).
2. Confirm your organization is registered with Michigan 2-1-1 and the information is accurate.
3. Determine who will serve as your organization's Lead Point-of-Contact (LPOC). The LPOC will be designated in MI Bridges and responsible for registering the organization, registering users in MI Bridges, and sharing information with agency staff.
4. Document all organization locations that will serve clients, the address of the location, and the type of partners who will reside at that location. A helpful template for gathering this information is attached.
5. Create a list of staff who will serve as MI Bridges partners, including their first name, last name, partner type, and email address. This list can also serve as guide to register staff for training. A helpful template for gathering this information is attached.
6. **Lead Points-of-Contact (LPOC) only!** Register for a LPOC webinar to learn how to register your organization in MI Bridges. The webinar schedule is included in the email that contained this document.

## Q. How will I know when I can register my organization in MI Bridges?



A. Look for an email from MDHHS inviting you to begin registration! Registration will be conducted on a rolling basis during the months of November and December 2017. LPOCs for current partners will receive an email from MDHHS when their registration window is open. All partners will receive an email by December 11, 2017.



## Questions?

If you would like to be added to our email distribution list, or if you have questions, please contact us:

[MDHHSCommunityPartners@michigan.gov](mailto:MDHHSCommunityPartners@michigan.gov)